

NAVSTA NORVA INSTRUCTION 11014.1

Subj: BUILDING FIRST LIEUTENANT

1. Purpose. To establish a policy for the designation of personnel as building First Lieutenants and to publish the duties and responsibilities of personnel assigned to this position.

2. Discussion. Department Heads and Special Assistants will designate a person, military or civilian, to act as the building First Lieutenant for each building under their control. In buildings which are occupied by more than one department, assignment of the First Lieutenant will be upon mutual agreement by the respective department heads. Assignment to this position will be on a collateral duty basis.

3. Duties and responsibilities. Building First Lieutenant's responsibilities include:

a. Establishing and maintaining an Equipment Discrepancy Log (EDL).

(1) Ensuring all deficiencies are logged into the EDL.

(2) Ensuring any discrepancy not corrected within 10 days, or outside the capabilities of building personnel, are forwarded to Staff Civil for initiation of PWC form TF-1. TF-1's will be maintained in the appropriate section of the EDL.

(3) Conducting all job status checks on PWC assigned work through Staff Civil and not directly with PWC.

(4) Conducting a complete tour of entire the building regularly, documenting any discrepancies not readily corrected.

b. General maintenance/appearance of assigned building and adjacent grounds up to and including surrounding sidewalks.

c. Building Fire Wardens will be assigned separately and fall under the cognizance of the building First Lieutenant. Fire Wardens will:

(1) Report any discrepancies in fire fighting equipment, fire exit signs, fire alarm pull boxes or emergency lighting.

NAVSTANORVAINST 11014.1

Discrepancies will be corrected by the First Lieutenant immediately or referred to Staff Civil and assigned the highest priority.

(2) Maintain equipment guide lists on all fire prevention equipment.

(3) Liaise with the Naval Station Fire Prevention division for guidance on equipment preventive maintenance.

d. Escorting inspectors during all zone inspections.

e. Maintaining a file of all current building contracts and serving as a point of contact (POC) for those services.

f. Establishing and maintaining space responsibility documentation for all spaces within assigned building(s), including POC's.

(1) Occupants of spaces are responsible for the cleanliness/maintenance of those spaces not covered by contract cleaning. POC's for each space will report discrepancies to building First Lieutenant.

(2) Common areas (passageways, stairwells, landings, etc.) will generally be assigned to adjacent space occupants for responsibility. (General rule of thumb: if a door swings into a space, those occupants own it.)

(3) Entry points/quarterdecks will be the responsibility of the building First Lieutenant.

(4) All contracts will be handled by Staff Civil through the building First Lieutenant. Building First Lieutenants are not authorized to contract for any services.

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List 1A